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INTRODUCTION

This position is located in the Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base program and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers. Incumbent performs office automation work and clerical support

MAJOR DUTIES

1. Operates an electronic typewriter, hard processor, microcomputer, or computer terminal to prepare a wide range of narrative and tabular material (e.g., correspondence, reports, technical papers, charts, statistical tables, manuals, travel orders, messages, and other documents) involving the common terminology of the unit for which the work is done. Uses a variety of software packages to accomplish assignments. Refers to technical dictionaries, textbooks, research reports, or similar material as reference tools to facilitate assignments. Assures the propriety of formats, spacing, arrangements, and preparation of material in final form as prescribed by style manuals. Uses judgment regarding form and arrangement of material. Insures grammar, spelling, and punctuation are correct.

Develops standard forms and format styles for use in updating reports, retrieving information, etc. Develops methods and procedures for office automation tasks, and identifies and solves problems in existing methods or procedures.

300

2. Selects, rearranges, and consolidates data from a number of source documents based on instructions. Maintains a variety of office files in accordance with governing regulatory procedures. Receives visitors telephone calls and refers them to proper person or furnishes information requested. Takes care of routine matters, and uses knowledge of the programs or operations to refer other inquiries to appropriate personnel. Routes, controls, and distributes mail and other office communications in accordance with established procedures and knowledge of the organization and assigned personnel.

70%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - FL 1-3 - 350 Points

Skill in operating an electronic typewriter, word processor, microcomputer, or computer terminal; and skill in operating related equipment such as printers and modems, as required. A qualified typist is required.

Knowledge of the capabilities and limitations of a variety of software packages (e.g., calendar, WordPerfect, First Choice, Harvard Graphics, electronic mail, LOTUS 1-2-3, etc.) to create, update, edit, and revise a variety of documents, automated records, databases, etc.

Knowledge of grammar, spelling, and punctuation to prepare a variety of material accurately.

Knowledge of processing procedures and function keys to enter, store, and retrieve documents and data.

Knowledge of established office practices for filing, distributing mail, and referring callers.

Knowledge of office filing system and agency filing procedures.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 points

Supervisor issues work assignments in terms of general instructions, priorities, and deadlines. Incumbent independently plans and carries out duties, using own initiative to resolve problems. Completed work is evaluated for technical soundness, usefulness, and conformance with office policies and procedures.

FACTOR 3. GUIDELINES - FL 3-2 - 125 points

Guidelines consist of specific office instructions, directives, notices, publications, style manuals, technical dictionaries, manufacturer's manuals and tutorials, etc.

The incumbent uses judgment in locating, selecting, and applying the most appropriate guidelines.

Situations involving significant deviation from established guidelines or the absence of adequate guidelines are referred to the supervisor.

FACTOR 4. COMPLEXITY - FL 4-3 - 150 points

Performs automation duties requiring different approaches and methods from one assignment to another. Incumbent uses a variety

of software packages and uses judgement in selecting the appropriate software package.

FACTOR 5. SCOPE & EFFECT - FL 5-1 - 25 Points

The purpose of the work is to perform office automation and general clerical duties. The services performed facilitate the work of the office.

FACTORS 6 & 7. PERSONAL CONTACTS & PURPOSE OF CONTACTS - FL 1A - 30 Points

Contacts are with employees in the immediate work unit and in related units. Contacts are for the purpose of receiving assignments end instructions and providing information.

FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 Points

The work is sedentary. However, there may be some walking, standing, bending, and carrying light items such as papers and books.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 Points

The work is performed in an office setting. The work area is typically well lighted, heated, and ventilated.

TOTAL POINTS: 965 = GS-05